

## **Somerset Rec Club: Swim Team Discipline Procedures**

**General.** These Discipline Procedures apply to Somerset Rec Club Swim Team members and their parents. Any Swim Team member or parent acting inconsistent with the Swim Team Participation Agreement, violating Club rules or policies, or otherwise acting inappropriately will be subject to discipline according to these procedures. Discipline shall be determined by the Swim Team Head Coach or by the Discipline Committee as set forth in these procedures. Any discipline of swimmers shall be enforced by the Head Coach. Any discipline of parents shall be enforced by the Swim Team Parent Rep(s), the President, and the Club Board.

**Discipline Committee.** The Discipline Committee shall be composed of three persons as follows: (1) the President, Vice-President, or Immediate Past-President of the Club; (2) one swim team parent rep; and, (3) the Head Coach or a Board member. The President, or in the President's absence the Vice-President (or in the VPs absence the Immediate Past-President), shall call for a Discipline Committee review when required by these procedures. The President, Vice President, or Immediate Past-President shall chair the Committee, shall appoint an available swim team parent rep (if there is more than one), and shall have discretion to appoint a Board member in place of the Head Coach when desired or requested. The Discipline Committee may then meet immediately or as necessary to review the incident.

**Zero Tolerance Policy.** The Club declares a Zero Tolerance Policy for disregarding physical boundaries and/or verbal abuse. This Zero Tolerance Policy requires that some level of discipline shall be imposed for every such violation.

**Head Coach Authorized to Discipline Swim Team Members.** The Head Coach is empowered to enforce the Participation Agreement and team rules, and to impose discipline on any swim team member, except that certain incidents must be or may be referred to the Discipline Committee as set forth below. The Head Coach shall use his or her best judgment in every instance to impose a level of discipline in relation to the offense and in consideration of prior offenses or other relevant facts or circumstances. The Head Coach shall seriously evaluate any alleged violation of the Zero Tolerance Policy for disregarding physical boundaries and/or verbal abuse, and shall impose some level of discipline for every such violation. The Head Coach shall make a decision regarding discipline as soon as possible given the circumstances. Assistant coaches should not attempt to impose discipline except temporary measures necessitated by urgent circumstances, and shall report any incident to the Head Coach for affirmation of such temporary measures and any other discipline. Parents shall not attempt to impose discipline, but should report any incident to the Head Coach.

**Reporting by Head Coach.** The Head Coach shall report any disciplinary action to the disciplined swimmer and a parent of the disciplined swimmer as soon as possible and may also notify other swimmers or parents of other swimmers involved in the incident. The Head Coach should keep the Swim Team Parent Rep(s) reasonably informed of disciplinary actions.

**Matters Reviewed by Discipline Committee.** The Head Coach shall refer the following offenses to the Discipline Committee: (1) physical contact involving pain or injury of any kind including a bruise, scrape, or other complaint of a hurt; (2) any verbal abuse involving profanity, screaming, or resulting in crying; and, (3) any incident involving disrespect to a parent or swimmer, coach, or parent of another team. Only the Discipline Committee shall have authority to kick a swimmer off the team or to impose discipline lasting more than one week, and the Head Coach should refer to the Discipline Committee any incident in which such punishment should be considered. The Head Coach has discretion to refer any other incident of any kind to the Discipline Committee, and is encouraged to do so whenever deemed helpful or in special cases such as a repeat offender. The parent of a swim team member may request that the Discipline Committee review a disciplinary action or non-action by the Head Coach, but the Discipline Committee shall not be obligated to undertake such review unless the matter requires mandatory review as set forth in this provision.

**Action by Discipline Committee.** The Discipline Committee is empowered to enforce the Participation Agreement and any other rules or policies, and to impose discipline on any swim team member or parent for any matter before the Committee. The Committee shall use its discretion to investigate any matter, may discuss the matter with anyone deemed helpful, and may continue review as necessary to make a decision. Each member

of the Discipline Committee shall use his or her best judgment in every instance to impose a level of discipline in relation to the offense and in consideration of prior offenses or other relevant facts or circumstances. The Discipline Committee shall seriously evaluate any alleged violation of the Zero Tolerance Policy for disregarding physical boundaries and/or verbal abuse, and shall impose some level of discipline for every such violation. The Committee shall make a decision as soon as possible given the circumstances. The Committee shall act by unanimous consent and shall make a written decision. Any decision involving a swimmer shall be provided to and enforced by the Head Coach. Any decision involving a parent shall be provided to and enforced by the Swim Team Parent Rep(s), the President, and the Club Board.

**Reporting of Discipline Committee Decision.** The Swim Team Parent Rep member of the Committee shall be responsible, in consultation with the Committee, for communicating a decision to impose discipline to a parent of the disciplined swimmer as soon as possible, and may do so in person with or without the Head Coach or by telephone and/or email in the appropriate case. In any event, the Swim Team Parent Rep member of the Committee shall mail a copy of the written decision to the parent of the disciplined swimmer. The Chair of the Committee shall be responsible, in consultation with the Committee, for communicating a decision to impose discipline on a parent as soon as possible, and may do so in person or by telephone and/or email in the appropriate case, but in any event, the Chair shall mail a copy of the written decision to the disciplined parent. The Committee may also notify anyone else in the Club or otherwise involved with the incident and should ordinarily notify parents of other swimmers involved in an incident. The Committee Chair shall report the decision to the Board in a timely manner, and when the Vice President or Immediate Past President serves on the Committee, he or she shall immediately notify the President of a decision.

**Reconsideration by Discipline Committee.** The President may, in his or her discretion, require the Discipline Committee to reconsider a decision based on a request with new or additional information provided to the President by a swim team parent within 10 days of the decision of the Committee. If the Committee is directed to reconsider the decision, the Committee shall consist of the same persons that made the original decision. The Discipline Committee's decision on reconsideration is final and is also final if no one timely requests reconsideration.

Modified May 2, 2009.